

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: SUPPORT SERVICES - *CLERK OF THE BOARD***

**DATE: SEPTEMBER 11, 2013**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS TAYLOR  
STRAINER  
LOEB  
FRASIER  
MASON  
VANSELOW

**OTHERS PRESENT:**

JOAN SADY, CLERK OF THE BOARD  
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD  
PAUL DUSEK, COUNTY ADMINISTRATOR  
FRANK THOMAS, BUDGET OFFICER  
SUPERVISORS MONTESI  
WOOD  
DON LEHMAN, *THE POST STAR*  
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD

**COMMITTEE MEMBER ABSENT:**

SUPERVISOR MCDEVITT

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Mr. Taylor called the meeting of the Support Services Committee to order at 8:30 a.m.

Motion was made by Mr. Loeb, seconded by Mrs. Frasier and carried unanimously to approve the minutes of the prior Committee meeting, subject to correction by the Clerk of the Board.

Copies of the meeting agenda were distributed to the Committee members and a copy of same is on file with the meeting minutes.

Mr. Taylor requested an executive session to discuss the employment history of a particular person.

Motion was made by Mrs. Frasier, seconded by Mr. Loeb and carried unanimously to enter into an executive session pursuant to Section 105(F) of the Public Officer's Law.

Executive session was held from 8:31 a.m. to 8:37 a.m.

Upon reconvening, Mr. Taylor announced that no action had been taken during the executive session.

Commencing the agenda review, Mr. Taylor outlined Item 3A, which consisted of a request to amend the Departmental Table of Organization to abolish the position of Second Deputy Clerk of the Board, annual base salary of \$41,300 and create and fill the position of Secretary to the Clerk of the Board, annual base salary of \$36,000.

Motion was made by Mr. Loeb, seconded by Mr. Mason and carried unanimously to approve the request, as outlined above, and refer same to the Personnel Committee. *Copies of the resolution request and Notice of Intent to Fill Vacant Position forms are on file with the meeting minutes.*

Mr. Taylor advised the final agenda item included a request to fill the vacant position of Legislative Office Specialist #3, due to promotion, and reduce the associated annual salary from \$36,000 to \$34,000.

Mr. Strainer questioned whether the position was tested and if the annual base salary was \$34,000 and Joan Sady, Clerk of the Board, replied affirmatively. She explained that the salary had been increased because the current employee had worked in the Department previously and had nearly two years experience and training; however, she said, a new employee would be hired from the outside with no experience; therefore, she recommended a lower salary.

Motion was made by Mr. Mason, seconded by Mr. Loeb and carried unanimously to approve the request as presented, and refer same to the Personnel Committee. *Copies of the resolution request and Notice of Intent to Fill Vacant Position forms are on file with the meeting minutes.*

As there was no further business to come before the Support Services Committee, on motion made by Mrs. Frasier and seconded by Mr. Vanselow, Mr. Taylor adjourned the meeting at 8:39 a.m.

Respectfully submitted,  
Sarah McLenithan, Legislative Office Specialist